



State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION (DBR)
1511 Pontiac Avenue, Bldg. 68-2
Cranston, Rhode Island 02920

Division of
Design
Professionals

BOARD OF EXAMINERS OF
LANDSCAPE ARCHITECTS

MINUTES OF THE MEETING

DATE: 25 June 2014

PLACE: 1511 Pontiac Avenue, Building 69-2 Conference Room, Cranston, RI

MEMBERS PRESENT Chair Michael Dowhan, Vice-Chair Pilz, Secretary Sara Bradford, Members John Carter (Present from 2:20 p.m. – 3:44 p.m.) and Member Margaret E. Ryan

MEMBER ABSENT: None

OTHERS PRESENT: Jenna R. Algee, Esq., DBR Legal Counsel (Present 3:24 p.m. – 3:44 p.m.)
Mrs. Dawne Broadfield, Board Executive

(1) **CALL TO ORDER** – Chair Dowhan called the meeting to order at 2:11 p.m.

(2) **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)**

Secretary Bradford moved to approve the 28 May 2014 open meeting minutes. Vice-Chair Pilz seconded. Motion passed, three (3) in favor, two (2) abstained. Voting in favor were Vice-Chair Pilz, Secretary Bradford, and Member Carter. Chair Dowhan and Member Ryan abstained from the vote, since they were not present at the meeting.

No motion required for the 28 May 2014 executive meeting minutes, since the Board did not go into Executive Session.

(3) **APPLICATIONS**

None at this time.

(4) **OLD BUSINESS**

1. **Rules and Regulations**

The Rules and Regulations document is pending final Board review. A workshop was held on 19 June 2014. As a result, there are still some minor grammar edits. Vice-Chair Pilz will revise the “finaldraft(2).doc” dated 04/21/2014 and e-mail it to all Board members and Attorney Algee.

2. **State Annual Building Officials Meeting**

No update. This item is continued.

3. **Certificate of Registration (COR) – (For Member Input)**

The Board is waiting for the changes to be made by the Information Technology (IT) department. This matter is continued for review.

4. RI State Supplemental Exam (RI SSE) Study Materials List of Topics

- (a) As discussed, Vice-Chair Pilz will revise the “Exam Instructions letter” to add the amendments regarding the list of topics for review at the next meeting. The Board will review the “Exam Instructions letter” every year to align it with the current RI SSE.
- (b) There were eight (8) RI SSE candidates for the June 2014 administration. Two (2) candidates did not show without any notification to the Board.
- (c) A 48-hour cancellation notice is required; otherwise, the exam fee will not be refunded.
- (d) The June 2014 administration exam results will be added to the next meeting agenda.

5. Certified Coastal Invasive Manager Training Program by Kate Venturini, URI Outreach Center – The letter was sent to Kate Venturini outlining the requirement when plans need to be stamped by a Registered Landscape Architects. This matter is closed.

(5) NEW BUSINESS

1. Next meeting – 23 July 2014

- 2. Certificate of Authorization (COA)** – Vice-Chair Pilz brought up the issue of COAs issued to entities whereby the RI Landscape Architect in responsible charge is not on the entity’s Board. The landscape architect is an employee and not an independent contractor or a sub-contractor. The COA goes to the company and not the individual. Vice-Chair Pilz is requesting to draft a COA Supplemental form that goes only to this type of COA. The “Supplemental form” will highlight and require the RI Landscape Architect in responsible charge to acknowledge and certify that they know what they are being responsible for in terms of the landscape architect projects within the firm. The difference is now is that a second form is sent to the registrant and not to the business. The Land Surveyor COA application package contains a similar form that will sent to Vice-Chair Pilz for his drafting and review.

(6) CORRESPONDENCE

- 1. CLARB June 2014 Member Board E-News** – Vice-Chair Pilz reported that CLARB eliminated the Spring meeting and will be holding an Annual meeting only. This is being done on a “pilot” basis.
- 2. CLARB Committee on Nominations Election Ballot** – Vice-Chair Pilz submitted the election ballot via e-mail to CLARB.

(7) EXECUTIVE SESSION

Because of the nature of the following items, Chair Dowhan moved to convene into Executive Session at 3:23 p.m. pursuant to Rhode Island General Laws, §42-46-5(a)(2) for sessions or work sessions pertaining to collective bargaining or litigation under §42-46-5(a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

Chair Dowhan moved to adjourn from Executive Session and to reconvene to an open meeting at 3:35 p.m. pursuant to Rhode Island General Laws, §42-46-4. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

Chair Dowhan moved to seal the executive session and record the votes taken in executive session pursuant to RI General Laws §42-46-4 and §42-46-5. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

Chair Dowhan moved to record the votes taken in executive session in accordance with RI General Laws §42-46-4 as follows: Motion was made to continue agenda items 7.A and B, and to close agenda item 7.C. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

Chair Dowhan moved pursuant to RI General Law §42-46-4 that the Board defer disclosure of all votes in executive session until such time as such disclosure would not jeopardize any strategy, negotiation, or investigation undertaken concerning RI General Law §42-46-5(a). Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

In Executive Session closed matters, the vote was five (5) to zero (0) to close one (1) matter with no recusals. Each vote was unanimous at the time that it was taken with zero (0) Board Members absent.

In Executive Session pending matters, there are two (2) pending matters, comprised of two (2) investigation matters with zero (0) Board Members absent and with no recusals.

(8) **ADJOURNMENT**

Chair Dowhan moved to adjourn the meeting at 3:44 p.m. Vice-Chair Pilz seconded. Motion passed, five (5) in favor, zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.